DOCUMENT RESUME

ED 231 491 JC 830 342

AUTHOR Culton, Donald R.
TITLE Los Angeles Community Colleges: A Guide to the International Education Program.
INSTITUTION Los Angeles Community Coll. District, Calif.
PUB DATE [81]
NOTE 26p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Community Colleges; Faculty Handbooks; Program Descriptions; *Program Development; *Program Proposals; School Business Relationship; *Study Abroad; *Teacher Responsibility; Travel; Two Year Colleges

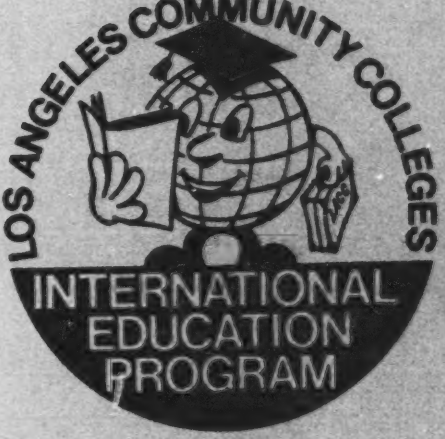
ABSTRACT

Designed for instructors in the Los Angeles Community College District (LACCD) interested in conducting a travel study class, this guide describes and explains the requirements of the district's International Education Program (IEP). Following introductory material stressing the importance of international education, the guide reviews the purpose of the IEP, i.e., to develop international and intercultural understanding through travel study classes, faculty and student exchanges, and curriculum development projects. The next sections review the history of international education in the LACCD and the supervision and administration of the IEP. Next, travel study classes are described in terms of college credit and community service offerings, instructor selection, use of travel contractors, fiscal components, student registration, student financial aid, and other requirements. A guide to planning and conducting a successful college credit travel class is then presented, including suggestions for selecting a location and travel contractor; developing brochures and promoting the class; conducting pre-departure instruction, orientation, and registration; and fulfilling post-trip requirements. A list of classes conducted between 1977 and 1981 are provided. Appendices include a variety of forms, outlines of program requirements, information on evaluating contractors and liability and insurance, and other relevant materials. (AYC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED231491

Los Angeles Community Colleges



"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Donald Culton

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☒ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

A GUIDE TO THE INTERNATIONAL EDUCATION PROGRAM

Donald R. Culton, Director of International Education

East Los Angeles College / Los Angeles City College / Los Angeles Harbor College
Los Angeles Metropolitan College / Los Angeles Mission College / Los Angeles Pierce College
Los Angeles Southwest College / Los Angeles Trade Technical College
Los Angeles Valley College / West Los Angeles College

INTERNATIONAL EDUCATION PROGRAM / LOS ANGELES COMMUNITY COLLEGES
617 West 7th Street / Los Angeles, CA 90017 / (213) 628-7788 Ext. 565

JC 830 342

TABLE OF CONTENTS

Introduction 1
Purpose of the International Education Program. 2
History of the International Education Program 2
Supervision and Administration of the Program 2
Administrative Regulation E-19 2
Travel Study Classes 3
Planning and Conducting a Successful College Credit Travel Study Class 4
Addenda
- Instructor Application for International Education Program
- Community Services Travel Study Classes
- Contrast Between a Travel Study Class and a Field Trip
- Procedure for Evaluating Travel Study Contractors
- Liability and Insurance Provisions for a Contractor
- Student Evaluation of International Education Program
- Student Release and General Information Sheet
- Student Returning Independently
- Committee on International Education

INTRODUCTION

In a world beset by lack of understanding, prejudice, and hunger, it is imperative that educational institutions make the required commitment to furthering international and intercultural awareness. As the American community colleges assume greater responsibility for educating the nation, it is appropriate and necessary that they place greater emphasis on international studies. The International Education Program of the Los Angeles Community Colleges represents a significant effort toward furthering that awareness of other people and other places.

INTERNATIONAL EDUCATION PROGRAM

PURPOSE

The purpose of the International Education Program is to encourage the development of intercultural and international understanding. The program offers travel study classes throughout the United States and abroad. The Program also encourages faculty and student exchanges, curriculum development projects, and other means of enhancing opportunities in international studies.

HISTORY

Travel study courses have been offered in the Los Angeles Community College District dating from the early 1970's, and perhaps earlier. Programs, however, were offered without District sanction by instructors interested in providing enriching experiences for their students. In some cases, students received credit upon return by applying for credit by examination. Attempts to gain District approval for programs offered abroad, however, were unsuccessful until the passage of A.B. 3149 (Vasconcellos) in 1976, and the subsequent amendment to Section 1080.5 of the Education Code. This change permitted the collection of state apportionments for travel study programs. California communtiy colleges began offering travel study programs on an expanded scale and discussion of sanctioned programs for the Los Angeles Community Colleges was begun. The following year, in 1977, the Board of Trustees approved the offering of a Spanish language program in Mexico as part of the Harbor College Summer Session, and the Committee on International Education was formed to work in cooperation with the newly created Office for New Dimensions. Administrative Regulation E-19, Travel Study Program, defining the requirements of the International Education Program, was subsequently adopted by the District.

Under the guidance of New Dimensions, a Travel Study Program was established for the summer of 1978. Summer session, unfortunately, was cancelled throughout the District that year. Four travel programs, however, were conducted as unsanctioned courses.

With the demise of the Office for New Dimensions as a result of Proposition 13, the Travel Study Program was assigned to the District's Division of Educational Planning and Development.

In the summer of 1979, two classes were offered for credit in Mexico and Spain by Harbor College. A class in Israel, supervised by the Committee on Educational Opportunities in Israel, a subcommittee of the Committee on International Education, was also conducted.

The International Education Program became part of Metropolitan College in January, 1980 with class credit and administrative support being provided by Harbor College. Nine summer classes were offered in 1980 along with a spring theatre program in New York City. From December, 1980 to September, 1981 the International Education Program office was located at Los Angeles City College.

SUPERVISION & ADMINISTRATION

The International Education Program (IEP) is an office of the Educational Services Division of the Los Angeles Community College District. The program is assisted by the Committee on International Education, composed of representatives of each college in the District, a member of the Council of Instruction, a community services representative, a member of the Council of Student Services, a representative of the bargaining agent, a student selected by the Student Body Presidents, and a member of the Board of Trustees. The chief administrator of the program is Donald Culton, Assistant Dean.

ADMINISTRATIVE REGULATION E-19

Detailed regulations for the approval of travel study classes are contained in Administrative Regulation E-19, currently being revised. This guide is written with the understanding that changes may be necessary due to eventual alterations in E-19.

TRAVEL STUDY CLASSES

Types of Programs: College Credit and Community Services
Both college credit and community services classes may be offered at off-campus locations throughout the United States and the world by the LACCD. Credit classes will be offered by the IEP; community services classes will be offered by the community services office of District colleges in cooperation with the IEP and must be approved by the Committee on International Education. For community services class approval, see attachment.

Travel study classes will be offered when learning can be enhanced by a particular location or locations. Classes are either tour type with multiple locations or homestay oriented with the group remaining primarily in one location. Classes may also combine homestay and tour features. Credit classes will conform to approved course outlines. Detailed itineraries must be provided that indicate how course content relates to location. Credit classes will offer classroom type instruction with written assignments, examinations, and grading standards equivalent to on-campus classes. Directed study (185,285,385) classes may be used where appropriate. Class credit will be granted by Los Angeles City College. Besides instructor proposed classes, classes may be selected and announced by the Committee on International Education.

Classes may be scheduled throughout the year but the availability of students and the need to avoid conflict with on-campus classes and programs must be recognized. The greatest number of classes are traditionally offered in July and August.

Instructor Selection
Instructor leaders for college credit summer travel study classes are selected according to the agreement between the District and bargaining agent. Instructors for non summer classes will be selected according to procedures established by Administrative Regulation E-19 and the Committee on International Education. Instructors must be able to demonstrate qualifications and credentials necessary to lead their respective classes and must be currently employed as an instructor by the LACCD. They should also have had significant experience in the location of the class. Classes and instructors will be limited by available funding.

Contracts
Travel study classes will be operated by travel contractors. The LACCD is responsible for instructor, instruction, and class credit. The contractor handles logistical arrangements, collection of fees, transportation, hotels, meals where provided, local contacts for the instructor, and travel and health insurance for students. They must meet the requirements of the LACCD regarding liability insurance coverage and must be willing to sign a contract that includes a hold harmless clause.

Fiscal Components
Instructor salaries for credit classes are provided by the IEP. Summer classes are taught at contract rate for a full-time instructor. A three-unit lecture class, for example, represents one-half a summer assignment. Instructors receive the equivalent in pay for three weeks full-time or six weeks half-time. Classes at other times of the year may be paid at hourly rate. Semester length programs will conform to contract and District requirements regarding salary. Instructor salaries for community services classes will be funded from student fees.

A travel allowance may be provided for the instructor by the contractor in all programs. Instructors may not accept funds from a contractor in excess of basic travel expenses (travel, lodging, entrance fees, meals). Contractors may also provide funds that will be used by the instructor to meet group expenses while traveling. Spouses may accompany instructors on travel programs but may not receive compensation for expenses from the District or contractor. Contractors may provide guides or program assistants who will be supervised by the instructor.

State apportionment (A.D.A.) is collected for credit classes. No more hours may be generated by a class than if it were offered on campus. This generally limits a class to no more than one unit per week and twenty hours of instruction for one unit of lecture credit.

Registration of Students
Students register twice for credit classes. The first registration is with the contractor, requiring a deposit (usually non refundable in full or part). The second registration is with the International Education Program and is conducted by mail or at a pre-departure orientation meeting. Community services students register with the contractor and the particular office sponsoring the program. No auditors are allowed in credit classes. Some instructors may wish to offer a credit/no credit option.

Class Size
Minimum class size for credit programs is fifteen. Maximum size is determined by available accommodations and the ability of the instructor and contractor to handle logistical arrangements. Minimum size for community services classes is determined by the community services office in cooperation with the contractor.

Pre-departure Meeting
A pre-departure orientation meeting is required for all classes. Students will complete registration and be given information relevant to their class. Other meetings may be scheduled according to the instructional needs of the particular class.

Class Evaluation
Instructors will submit a written report and evaluation to the Committee on International Education within two weeks of the conclusion of the program. Students will complete a class evaluation prepared by the Committee on International Education. The IEP will evaluate each class in a written report to the Chancellor.

Financial Assistance for Students
The International Education Program is investigating financial aid opportunities for students. Limited funds may be available from the financial aid programs at District colleges for summer, 1982. Several small scholarships are available and is hoped that more will be offered in the future.

What Type of Instructor?
Instructors who have organized travel study classes usually report that the experience was one of the best of their lives. The experience, however, is not for everyone. The type of instructor who leads a successful class is usually one who enjoys working long hours, solving ever changing problems and dealing one-on-one with students. Before this, however, most classes demand an instructor who enjoys promoting. Although some classes find students with relative ease, most require close attention and dedication before enrolling the minimum students needed. Most students want to talk with the instructor prior to making a financial commitment. If an instructor is not willing to be easily accessible by phone and ready to answer messages to return a call, a class may have slight chance for success.

Privately Sponsored Travel Programs
Announcements of privately sponsored travel programs which a District employee leads or participates in shall not give the impression in any way that the program is sponsored by the District or College. Such announcements may be distributed or posted on campus or at any authorized District function only in accordance with rules established for other privately prepared announcements. District employees may place paid advertisements in student newspapers on the same basis as any other commercial venture.

PLANNING & CONDUCTING A SUCCESSFUL COLLEGE CREDIT TRAVEL STUDY CLASS

What Class, What Place?
A prime objective of the International Education Program is to offer a class where instruction and learning can profit from the location. Certain classes are best left on campus. Others can unquestionably be taught better overseas. Spanish language in Mexico, Japanese Civilization (Humanities 20) in Japan, The Peoples and Cultures of Africa (Anthropology 133) in Africa, are all examples of excellent potential travel study classes. A number of successful classes have been Directed Study (185,285,385) with a course outline structured to fit the environment. Factors to consider in selecting a location include health and safety of students and instructor, cost, potential to attract a sufficient number of students, instructor's knowledge of and experience in the location, and availability of an operator-contractor to manage the logistical arrangements.

What First?
Discuss your idea for a class with an experienced travel study instructor, your campus representative on the Committee on International Education, or the IEP office.

Complete Application
Complete the standard IEP application which lists class, instructor's qualifications, etc. Attach to this an itinerary and an outline of the course. A letter of recommendation from department chair, dean of instruction, or president is also advisable.

Application Deadlines
Summer program application deadline at present is the first day of the fall semester; winter and spring programs, August 1.

The Contractor
All programs will be operated by a travel contractor. A list of contractors who can meet District requirements is available from the IEP office. If you wish to consider other contractors, consult first with the IEP office. Some operators will not be able to sign our contract, others should be avoided for other reasons. It is usually best to consult with several contractors prior to submitting an application. The role of the contractor varies widely, depending on the needs and expertise of the instructor. In some cases contractors make all arrangements, in other situations the instructor cares for most of the planning, with the contractor handling little more than transportation and liability needs.

Pricing
Price to the student must be considered carefully in planning a program. The tendency to add one more side trip, one more day, or a better hotel must be weighed against the need to keep costs down. We must emphasize that our programs are instructional. For those seeking luxury accommodations, we recommend going elsewhere. A decision, also, must be made for the contractor on how many students will be needed to generate one free expense account for an instructor. A one in fifteen program will cost the student more than one in twenty-five, for example.

Contractor Selection
Bids to operate programs will be solicited from at least two contractors who can meet the demands of the LACCD. Contractor selection will be made by the IEP administrator in cooperation with the instructor. Basis for selection will include lowest cost to student, general content of program, contingency provisions for emergencies, housing and study facilities, staff assistance, and past performance in conducting educational programs. A list of contractors is available from the International Education Program office.

Board Approval
After approval of the class by the selection process and selection of the contractor, approval is sought from the Board. The IEP administrator prepares a Request for Contract and works with the District Office in preparing the necessary paperwork. The Contracts Section completes signing of a contract.

Brochure
Most classes will need a brochure that includes an application that is required by the contractor. Most contractors will provide a brochure, but the cost of this service will be found in the price to the student. The IEP may also provide limited assistance in preparing brochures. All brochures will be approved by the IEP prior to printing. These brochures may be considered a contract by students and must be written with great care.

Promotion
Some instuctors easily find 15 students to study with them in a far corner of the world. Others will struggle for the minimum. Besides the specific brochure, a general brochure listing programs will be prepared by the IEP. Announcements will be included in college class schedules, for both credit and community services classes. Radio spot announcements will be issued by the IEP and news releases will be prepared. The best source of students, however, is often from an instructor's own classes and personal contacts.

For mailing purposes a list of former students may be obtained with the help of your campus records office. Occasionally, a newspaper ad can be purchased. The IEP will not pay for any assistance with ads, brochures, flyers, etc., without prior approval. Visiting other classes, a story in the school papers, an announcement at your campus travel film series, and other means may be needed to obtain the minimum.

Pre-departure Instruction
All classes will meet prior to departure. The most successful classes seem to be those where three or four pre-departure meetings have been held. A get acquainted meeting at a home followed by several campus meetings promotes learning and rapport. Some complaints will be heard from those having a long drive, but if the instructor adopts a positive attitude and offers well planned sessions, the dissenters will be few.

Pre-departure Orientation and Registration
Students will register at an orientation meeting, generally held the week before leaving. The following forms will be completed: (1) Application for Admission, (2) Directory Card, (3) Add Card, (4) Field Trip Release. Students need to bring their social security card or proof of their number. Green card holders need to bring their cards. High school students (juniors and seniors) must bring approval forms from their high schools. Those under 18 will need parent's or guardian's signature on the release. Out-of-state students must bring tuition money. A student must list age or the computer will not accept the application. Students must be urged to cooperate in completion of materials.

Once again a positive, supportive attitude from the instructor helps.

Dates for Pre-departure Meetings
Dates for all pre-departure meetings should be included in the class brochure.

Student Insurance
Accident and health insurance is required for all participants. A low cost policy will be provided by the contractor. The student may provide proof of other insurance. Trip cancellation and baggage loss insurance is recommended and may be purchased from the contractor at additional expense to the student.

Instructor's Responsibilities
The instructor will need to assist in keeping contact with students. Regular phone contact or letters to class members helps allay concerns and answer questions. This also takes pressure off the contractor. The IEP and City College will need help sometimes in completing registration materials. Occasionally, students manage to slip by and registration will need to be completed on the plane or in a foreign country, with materials turned in upon return by the instructor. This, however, complicates all our lives.

Logistical Details as the Program Develops
Reservations for hotels, classrooms, program enrollments, airlines, etc. must be made; usually by the contractor. The need for passports, visas, and inoculations will be determined. Letters need to be written and plans given specific detail. The best programs normally demand much attention months in advance.

Roster
Instructors will be given a temporary roster at the orientation meeting. Usually the trip will be in process by the time a permanent roster arrives. Upon return the permanent roster must be checked and necessary changes made.

Evaluation
All students will be asked to complete an evaluation at the completion of the class which emphasizes trip details. Standard District student evaluations will be provided, but use by the instructor is optional.

Positive Attendance
Many classes will require positive attendance reporting. This means another form to complete upon return, with the number of hours in attendance listed for each student. Some records will need to be maintained throughout the trip.

Independent Study Mode
Language classes with local instructors assisting our instructor are reported by Independent Study Mode, which requires a form that constitutes a contract between student and instructor. This outlines what the student is required to do and what the means of evaluation is.

Post Trip Requirements
Each instructor should arrange for a meeting with the IEP administrator upon return. Paperwork will be dispensed with and a written evaluation submitted. This evaluation will make special reference to how operation of a class can be improved.

Examples to Follow
A visit to the IEP office may be useful to a first time instructor in making plans. Past outlines, itineraries and brochures are on file. Past programs are listed below. Feel free to contact these instructors for advice.

1977
Mexico Summer Session - Morelia
(Spanish 1-4)
Pat Carey, Harbor

1978
Hispanic Civilization (Spanish 9)
Val Villa, Valley

Balinese Culture (non-credit)
Don Anderson, Pierce

Mexico Summer Session (Spanish)
Vitalina Thiel, Harbor;
Julian Enguidanos, Harbor; and
Carlos Moreno, East

Studies in Europe (Humanities 2)
Jack Nimitz, Valley

1979
Mexico Summer Session (Spanish)
Carl Pedersen, West

Summer Session in Spain - Tortosa
(Spanish)
Julian Enguidanos, Harbor

Child Development in Israel
Betty Salvay, Valley

1980
Mexico (Spanish)
Manual Rodriguez, Valley

Spain (Spanish)
Julian Enguidanos, Harbor

History of the Jewish People (History 25)
Doug Stone, Valley

Summer in Italy (Italian)
Ron Farrar, Pierce

German Civilization (German 10)
Ray Moore, Harbor

Culture in Micronesia (Anthropology 385)
Sue Soldoff, Harbor

Theatre in England (T.A. 2)
Bernard Goldman, Trade-Tech

Roots of Language (Linguistics 1)
Carl Pedersen, West

Classical Greece (Humanities 30)
Mary Meziere, Pierce

Child Development in England (C.D. 11)
Louise Dean, Valley

1981
Africa (Economics 385)
Azia Powell, Southwest

Theatre in London (T.A. 100)
Bernard Goldman

Child Development in England & France
(C.D. 11 and 42)
Dean and Salvay, Valley

Televison in Europe (T.V. 1 or 385)
Jim Bentley, City

History of Mexico (Chicano Studies 19)
Sam Mayo, Valley

Anthropology in the South Pacific
(Anthropology 385)
Sue Soldoff

Hispanic Civilization (Spanish 9)
Val and Maryamber Villa, Valley

Alaska on the S.S. Universe
(Geography 30)
Robert Sager, West

Hawaii (Biology 12)
Ron Bigelow and Richard Raskoff, Valley

Spanish - Salamanca (Spanish)
Manuel Rodriguez, Valley

Mexico - Morelia (Spanish)
Milantia Roy, Valley

French Language in Paris (French 1-4)
Ernest Mayer, Valley

LOS ANGELES COMMUNITY COLLEGES

INTERNATIONAL EDUCATION PROGRAM

APPLICATION FOR INTERNATIONAL EDUCATION PROGRAM

Name_____

LACCD Employee Number_____ SOC. SEC. NUMBER _____

Currently Teaching At_____

Part-Time_____ Full-Time_____

College Telephone Number _____ _____ home _____

Home Address_____

Check One:

____ I am proposing a class for approval by the Committee on International Education. If approved I will be assigned to teach the class.

____ I am applying to teach a class that has been announced by the Committee on International Education as being part of the 1982 Program.

Class which you are proposing or for which you are applying.

_____

In what curricular areas are you credentialed?

_____

Briefly describe your teaching experience.

_____

_____

_____

Please indicate significant experience that you have had in the country or geographical area in which you wish to teach.

_____

_____

_____

Language Proficiency.

_____

Please indicate experience you have had in developing and/or leading travel/study programs or related activities.

_____

_____

_____

If you are proposing a program, please give a brief program description.

_____

_____

_____

_____

_____

ATTACHMENTS

If you are proposing a class, attach additional information with course outline, detailed itinerary, teaching methods you wish to utilize, possible class assignments and other items relating to the nature of the class. Also, list possible contractors or travel organizations that may be able to assist in the operation of the class.

For all Applicants. Attach additional information that relates to the class or to your potential for leading a successful travel/study program. If you wish, please include letters of recommendation from your department chair, Office of Instruction and/or President's Office.

_____ _____

Signature Date

Completed application should be sent to: International Education Program
Los Angeles Community Colleges
617 W. 7th Street
Los Angeles, CA 90017

(or by District Courier)

APPLICATION DEADLINE FOR SUMMER 1982:

October 1, 1981

COMMUNITY SERVICES TRAVEL/STUDY CLASSES

COMMUNITY SERVICES TRAVEL/STUDY PROGRAMS NEEDING APPROVAL BY COMMITTEE ON INTERNATIONAL EDUCATION AND BOARD INCLUDE:

A. Those operated out of the state or country.

B. Those of more than one week in duration.

C. Those that require special services beyond the capabilities of the college or district.

CONTRACTOR - Programs will be operated by a travel contractor not affiliated with the college or district except by contract. In submitting an application, evidence must be shown that two or more contractors have submitted bids to operate the program or a similar program. The contractor must meet established district requirements for contract approval.

APPROVAL OF COMMUNITY SERVICES TRAVEL/STUDY PROGRAMS:

INSTRUCTOR QUALIFICATIONS:

A. Must have significant experience in location or locations of program.

B. Must be employed by the district as a community services teacher.

CAMPUS APPROVAL - Program must be approved by college president or designated representative.

COMMITTEE ON INTERNATIONAL EDUCATION APPROVAL - Application will be submitted to the International Education Program office for approval by the Committee on International Education. Programs duplicating the offerings of credit programs of the International Education Program will not be approved.

CONTRACT - Community Services office of the sponsoring college will submit request for contract to the district for board approval.

BROCHURES - Brochures and applications on all programs will be prepared according to approved district standards regarding disclaimer, liability and non-discrimination policies. Brochures and applications may be prepared by either the college or the contractor.

COLLECTION OF FEES - The Community Services fee will be paid by the student to the college; contractor fees will be paid by the student to the contractor.

POST PROGRAM EVALUATION - All programs will be evaluated by the instructor and sponsoring community services office with a copy of the written evaluation

submitted to the Committee on International Education within one month of the conclusion of the program.

ROLE OF THE INTERNATIONAL EDUCATION PROGRAM OFFICE:

1. To provide assistance and advice in selection of programs, instructors and contractors.
2. To assist in coordination of programs between district colleges.
3. To assist in preparation of brochures.
4. To assist in providing information to prospective students regarding programs.
5. To act as liaison between community services offices and the Committee on International Education.

(8-20-81)

CONTRAST BETWEEN A TRAVEL STUDY CLASS AND A FIELD TRIP

(The International Education Program does not supervise field trips)

TRAVEL/STUDY CLASS

1. Long overnight trips usually from a few days to a few weeks.
2. Most of the course material/content is covered while on the trip, except for pre and post on-campus meetings.
3. The trip is usually far away from the campus in another part of California, the United States and/or in a foreign country.
4. Students pay a substantial amount for transportation, lodging, food and other expenses.
5. The trip must be approved according to district policy, by the Committee on International Education and the Board of Trustees.
6. Certain trips require a great deal of coordination with a travel agency and other private contractors.
7. Generally speaking, all trips should pay for themselves; including instructor's pay, etc., which affects the minimum enrollment.
8. The instructor usually plans transportation for the trip by the utilization of a professional carrier with a contract finalized and approved by the District.
9. Travel study trips over 10 days may be audited by the Chancellor's Office in Sacramento.

FIELD TRIP

1. Short trips usually half days or overnight to local areas.
2. The trip is a small part of a course that meets on campus.
3. One or more field trips each semester per course.
4. No charge or minimal charge to participating students.
5. One field trip form must be approved by the Dean of Instruction or as appropriate.
6. The instructor must have a general purpose for the trip.
7. The District may be responsible for providing transportation.

LOS ANGELES COMMUNITY COLLEGE DISTRICT TRAVEL STUDY PROGRAM

CONTRACTING AGENCIES

PROCEDURES FOR EVALUATION OF TRAVEL STUDY PROGRAM CONTRACTORS

The following criteria represent standards by which the Los Angeles Community College District will evaluate travel/study programs. Only organizations that meet these criteria will be approved by the District.

I. GENERAL CONTENT

A. Sponsor must provide:

1. Statement of purpose, viz., profit making, non-profit, tax exempt.

2. The name and backers (if other than the name of the organization) who bear the legal responsibility for the conduct of the program.

3. A list of clients (schools, agencies, etc.) in the district's immediate area who have participated in the past.

4. A representative list of students/teachers who have previously participated in the program.

5. The name and address of the contact person who is in charge of the organizations legal base in the United States. It is important that parents and students know precisely with whom to deal should difficulties arise.

6. List of California advisors (if any).

7. An assurance that parents of all student participants and all district personnel serving as staff execute and submit a statement of waiver acceptable to the District's attorney which exempts the college and District from financial responsibility and which releases the District from liability, waiving all claims against the District and/or the State of California for injury, accident, illness or death occurring during or by reason of the travel/study program.

II. FINANCES

A. Sponsor must provide:

1. Verification of fiscal responsibility of the organization over the past three years.

2. A certified statement of the financial stature of the organization, including the name of the company holding its bond or maintaining its trust account as required by California law.

3. A list of all items, and any exclusions, included in the fees, specifically including information regarding medical, accident and baggage insurance, baggage handling, taxi fares, buses, meals and side trips.

4. A statement of policy for full or partial refund of fees in the event of any sort of cancellation, including a description of how and when to apply and with any deadlines clearly stated.

III. CONTINGENCY PROVISION

A. Contractor shall provide:

1. A description of arrangements that have been made for coping with illnesses, accidents and other unusual circumstances.

2. An explicit description of provisions for medical services, plans for promptly returning home any participant who is ill or being sent home for misconduct.

IV. PROGRAM COST

A. Contractor shall provide:

1. Each participant with explicit information regarding the total cost of the program.

2. Each participant with medical and accident indurance upon request.

V. SCHOLARSHIPS

A. Contractor shall provide scholarship plans.

B. The District shall, with contracting agent, develop scholarship criteria and determine scholarship recipients.

VI. TRANSPORTATION

A. Group transportation, preferably regular scheduled airlines, shall originate and terminate ast a major international airport.

B. If charter airline is utilized, evidence of reliability and performance bond shall be provided to assure commitment.

C. Only modern, well-maintained transportation conveyances shall be utilized.

VII. MEALS

A. Meals shall be of adequate quantity, of good quality and provide for nutritional balance.

VIII. HOUSING AND STUDY FACILITY ARRANGEMENTS

A. Adequate facilities shall be used and high standards of cleanliness shall be maintained.

B. Descriptions and suitability of classrooms, library and study facilities that will be utilized by the students shall be provided.

C. Housing facilities shall be centrally located and shall reflect the character of the character of the country visited.

D. Students and supervisors shall be housed in areas where safety of participants is assured and where contact with local population is easily available.

IX. STAFF

A. Contractor shall provide background, experience and "credentials" of persons who may be employed by the contractor to provide guide or supervisory services to the group.

X. SUPERVISION AND CONDUCT

A. Supervisory responsibilities of individual staff members shall be clearly defined.

B. Classroom instructors will not be responsible for non-classroom activities, except as specifically agreed upon.

C. Clearly expressed rules of participant's conduct must be established and followed.

XI. PARTICIPANTS

A. Participants must meet school district requirements as to age, level of maturity, academic qualifications, and standards of personal conduct, and possess the emotional stability and maturity suitable for the particular group.

B. Participants must attend pre-departure orientation and training workshops.

C. Participants (and their parents in case of minors) must agree to accept dismissal from the program and return of the participant to the United States for continued non-compliance with rules of conduct while abroad.

XII. EDUCATIONAL PROGRAM

A. The travel study experience shall include a well-organized, scheduled, instructional program, including the course objectives and academic and attendance controls.

B. A detailed operational calendar shall be provided to district and to participants.

C. The instructional curriculum must be the responsibility of the host college.

D. Excursions and tours are to be an integral part of the educational program.

E. Trained guides will be available to lead excursions and tours.

F. Provision shall be made in the program for intellectual and recreational contact with the people being visited in each area.

XIII. EVALUATION

A. Upon completion of the program, the contracting organization must provide evidence of satisfactory compliance with its contract.

B. An objective evaluation of the program will be conducted by the district and the contracting organization.

C. Recommendations and references furnished the contracting agency will be held in strictest confidence. Reports, pictures and publicity releases involving areas of personal progress or propriety will be cleared with school officials, parents and students prior to release.

LIABILITY AND INSURANCE

PROVISIONS FOR A CONTRACTOR

The following sections of our District contract are unacceptable to some travel agencies and/or educational organizations. A contractor must be willing to sign a contract with these provisions.

4. The Contractor shall also:

   A. Require and confirm that all participants have secured accidental insurance coverage for the period of the Program prior to the scheduled departure date. The accidental insurance plan shall require prior approval of the District.

   B. Hold harmless and indemnify the District, its Board of Trustees, its officers and employees or agents, from every liability, claim or demand, which liability, claim or demand may be made by reason of:

      1. Any injury to person or property sustained by the Contractor or by any person, firm, or corporation, employed directly or indirectly by it, upon or in connection with its services under this contract, however caused.

      2. Any injury to person or property sustained by any person, firm or corporation, caused by any act, neglect, default, or omission of the Contractor or any person, firm, or corporation, directly or indirectly employed by it upon or in connection with the services provided herein.

      The contractor, at his own cost, expense, and risk, shall defend all legal proceedings that may be brought against the District, the Board, its officers and employees or agents on any such liability, claim or demand and satisfy any resulting judgment that may be rendered against any of them.

   C. Secure and maintain, at Contractor's expense, during the period of the contract, Workers Compensation and comprehensible liability insurance adequate to protect the Contractor from claims for personal injury, including death and damage to property, which may arise from operations under this contract. The policies so secure shall also name the District as additionally insured and shall include a combined single limit of not less than One Million Dollars ($1,000,000.00) each occurence. Failure to provide the District with a Certificate of Insurance on a form provided by the District shall be a breach of contract.

STUDENT EVALUATION OF INTERNATIONAL EDUCATION PROGRAM

PROGRAM _____ COLLEGE _____

INSTRUCTOR _____ DATE _____

Please do not sign your name. This form will give you an opportunity to evaluate your program and its supervising instructor. Please check the appropriate space after each item. Your instructor appreciates your assistance in efforts to improve our program.

	EXCELLENT	SATISFACTORY	POOR	NOT OBSERVED/NOT APPLICABLE
I. Presentation				
1. Briefing & pre-orientation prior to the trip was clear and adequate in scope.				
2. Briefing prior to the trip outlined the educational objectives clearly.				
3. Lectures during the trip were presented clearly and in a timely manner.				
4. Demonstration/lab work (if applicable) were meaningful.				
5. Organization of the lectures/discussions during the trip was evident.				
6. Post trip requirements were meaningful.				
7. Post trip lectures/discussions were a valuable part of the trip.				
II. Procedures				
8. A reasonable and appropriate amount of material was covered.				
9. Material was well-clarified through examples and illustrations.				
10. Questions were well-handled.				
11. Interest in the course was well-stimulated and maintained.				
12. There was adequate opportunity for discussion.				
13. Texts and reading materials were appropriate for the course.				
14. Papers, projects and examinations were of reasonable length.				
15. Guests/guides and others used on the trip were of a high caliber.				
16. Material presented by other than school personnel was of adequate level for the objectives of the course.				
III. Physical Arrangements				
17. The reservations for living accommodations were:				
18. The food furnished by the trip was:				
19. Time traveling seemed to be well planned.				
20. Changes due to unforseen events were explained.				
IV. Overview				
21. Overall, how would you rate this course?				

Please use the area below to make additional comments:

22. Were textbooks available on time?
23. What suggestions do you have for increasing the effectiveness of this course?
24. Do you have any general suggestions to make regarding the Los Angeles Community College District International Education Program?
25. Please check the following information about yourself:

Sex: M_____F_____
Age: Under 20_____, 20-34_____, 35-50_____Over 50_____
Education: High School_____, Some College_____, Bachelor's Degree_____
Graduate Degree_____

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TRAVEL STUDY REQUEST AND RELEASE

I hereby request that I, _____ a student in

_____ be permitted to travel during the period
Name of Travel Study Class

_____19___ through _____19___ in connection with the academic program of the
Date Date
class.

It is understood and agreed that on such trip he/she/I will supply his/her/my own transportation or will use the conveyance of responsible transportation companies (including Air Transportation Companies).

Should it be necessary for me to have medical treatment while participating in any part of the travel study class and I am unable to choose for myself, permission is hereby given the College District personnel to use their judgment in obtaining medical service for me. I also give my permission to the physician selected by the College District personnel to render medical treatment deemed necessary and appropriate by the physician. I understand that the College District has no insurance covering such medical or hospital costs incurred for me; therefore, any costs incurred for such treatment shall be my sole responsibility.

He/She/I understand(s) that a medical report on any of the above may be required; and that participation may be denied by reason thereby.

I/we, in consideration of the above request and permission granted, hereby agree to release, hold harmless, and indemnify the Los Angeles Community College District, its officers, agents, employees and/or the Associated Student Body of the College from all liability which may arise from this trip.

I/we hereby waive all claims against the District or the State of California for injury, accident, illness, or death occuring during or by reason of the field trip, pursuant to the provisions of Education Code Section 72640.

IN WITNESS WHEREOF, I have set my hand this ____ day of _____19____

_____
Signature of Student

We concur with the request and agree to conditions as stated above.

IN WITNESS WHEREOF, we have set our hand this ____ day of _____19____

_____
Signature of Parent or Guardian

BOTH parents MUST sign for students below the attained age of 18.

_____
Signature of Parent

PLEASE COMPLETE INFORMATION ON REVERSE SIDE

PARTICIPANT'S GENERAL INFORMATION SHEET

(Please print)

NAME _____ BIRTHDATE _____ _____ - ____ - _____
last first Initial mo. day yr. S.S. #

PASSPORT NUMBER _____ PLACE OF ISSUANCE _____

DATE OF ISSUANCE _____
mo. day yr.

NAME OF PARENT OR GUARDIAN _____

ADDRESS _____ ( ) _____
street city state zip area telephone

PLEASE list someone that we may contact in case of emergency. (Other than parent or guard.

NAME _____ _____
relationship

ADDRESS _____ ( ) _____
street city state zip area telephone

NAME OF FAMILY DOCTOR _____ ( ) _____
area telephone

ADDRESS _____
street city state zip

HEALTH INFORMATION

Special health problems that should be noted. For example: Heart, Diabetic, Epilepsy, High Blood Pressure, Allergies, etc. _____

List any prescription drugs you take _____

Name your blood type _____ Are you allergic to any medicines? _____ If "yes", please name._____

Immunization is not required for any disease by the United States or any country we will be entering. We advise participants to check with their physicians and abide by their recommendations.

Please list any medical problem that the supervising instructor should know about during the trip. (e.g.: car sickness, painful menstruation, migraine, etc.)

If travel and accident insurance are not included in the cost of your travel study program or if you do not wish to purchase the low-cost insurance provided by the travel contractor or operator of your program, you are required to show proof of health and accident insurance.

MEDICAL COVERAGE _____ Group No._____ Member No._____

I/we hereby assert that the above insurance policy is in effect during the period of the travel study program and that I/we do not wish to purchase additional insurance from the contractor.

_____ _____
Signature of Student date Signature of Parent or Guardian date

8-81

LOS ANGELES COMMUNITY COLLEGE DISTRICT TRAVEL STUDY PROGRAM

STUDENT RETURNING INDEPENDENTLY

Date:

I, the undersigned, plan to leave the (LACCD Travel Study Program) _____ and return from _____ (country) to California independently. I understand that I am entitled only to the following provisions:

I will make my own travel arrangements back to California. I understand that when I leave the group in _____(country), I am responsible for my own needs (food, hotel, tours, etc.) and that I release _____ College and the Los Angeles Community College District from any further liability and/or responsibilities.

_____
Student's signature

_____
(parent signature for students under 18 years of age)

INTERNATIONAL EDUCATION PROGRAM

COMMITTEE MEMBERS

Mrs. Ruth Bates, East L.A. College
Mr. Ronald Bigelow, L.A. Valley College
Dr. Donald R. Culton, District
Mr. Martin Hittelman, L.A. Harbor College
Mr. Benjamin Lopez, L.A. Mission College
Mrs. Azia Powell, L.A. Southwest College
Dr. Alyce Robinson, L.A. Southwest College
Mr. Lee C. Ross, L.A. Pierce College
Dr. Robert Sager, West L.A. College
Mr. Manuel San Miguel, L.A. Harbor College
Mr. Hal Stone, L.A. City College
Dr. William Thomas, L.A. Trade-Technical College
Mr. Angelo Villa, L.A. Valley College
Mr. Paul Whalen, L.A. City College
Mrs. Patricia Wilson, L.A. Trade-Technical College

(9-3-81)

ERIC Clearinghouse for Junior Colleges
8118 Math-Sciences Building
University of California
Los Angeles, California 90024

AUG 12 1983